



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$45,521.43 - \$47,579.48
Posting Number 209-22	Position Number 055929	Number of Positions 1	Posting Period * From: 03/03/2022 To: 03/17/2022
Location: Division of Management and Administration Office of Budget and Financial Services 55 North Willow Street 6th Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of a Section Supervisor of Fiscal Resources or similar title, the position will learn to interpret and implement the procedures, rules and regulations related to public sector budget development, monitoring and administration for federal COVID-19 funding.</p> <p>The Analyst Trainee will be responsible for learning and becoming familiar with the state and federal budget cycle including submission of annual federal fiscal reports, and will learn to correlate these documents with approved budgets, posted transactions and ledger adjustments.</p> <p>Assist in the development of COVID-19 budget preparation including salary and non salary projections and the formation of expense plans and learn to update these projections quarterly.</p> <p>Assist and learn the submission steps for quarterly spending plans, reviewing budget modifications requests, researching previous budget expenses to identify/predict patterns or trends.</p> <p>Develop an understanding of fiscal requirements and policies governing funding issued from the Center for Disease Control and relating to the Coronavirus Relief Fund.</p> <p>Learn to work in and utilize EXCEL spreadsheets to record COVID-19 operational costs, including developing formulas, graphs, and charts to facilitate programmatic continuity of operations and develop narrative, statistical reports to identify and troubleshoot budgetary deficiencies.</p> <p>Utilize, learn and access various electronic reporting and accounting systems, including but not limited to: NJCFS, Business Objects, Salary Universe, Time and Activity Reporting and any applicable federal reporting systems.</p> <p>Learn and apply the processes of expense modifications, establishing and closing federal grant accounts, calculating and submitting Financial Status Reports and federal draw downs.</p> <p>Acquire an understanding of account differences pertinent to Federal, State, Revenue and Dedicated accounts as well as their association to Direct State Service, Grants In Aid, etc.</p> <p>ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems.</p> <p>The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #209-22
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.